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# SUPPORT BULLETIN

FOR INFORMATION OF HEADQUARTERS  
AND FIELD PERSONNEL

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### PURPOSE

The Support Bulletin, to be published periodically, is designed to keep headquarters and field personnel informed on administrative, personnel, and support matters. The Support Bulletin is not directive in nature but rather attempts to present items which, in general, are of interest to all personnel and, in particular, of interest to those employees occupying various support positions. Suggestions and constructive criticism from both headquarters and field personnel are encouraged.

**NOTE:** — This bulletin is *for information only*. It does not constitute authority for action and is in no way a substitute for regulatory material.

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## NEW BUILDING

The architects and engineers are working daily on the plans and specifications for our long awaited new building.

The present plans provide for an eight-story building of plain concrete construction. The first two stories will be a large irregularly shaped structure which will be a base for five wings or towers. Some of the interesting features planned for the new building include:

The towers, each of which will be six stories high, will be of the wide-wing type allowing a maximum in natural light.

Areas immediately adjacent to the building will provide sufficient parking space for employees' automobiles. For those who do not drive to work bus service to the main entrance will be available.

There will be four banks of elevators with four elevators in each bank.

A pneumatic tube system is planned to connect all offices. By the use of this system a message may be sent mechanically from one office to another in three to five seconds. Plans are also being made for the installment of horizontal and vertical conveyors to transport bulk material between offices.

The cafeterias will feature the latest in modern equipment in both the kitchens and the dining areas, and it is expected that by utilizing up-to-date cafeteria management methods long waiting lines can be greatly reduced.

Concessions such as a bank, barber shop, dry-cleaning establishment, bakery, or other shops, are under study but final decision has not been made on their inclusion since it will depend upon availability of space.

Upon completion of the drawings and specifications cost estimates will be made and invitations to bid will be sent to building contractors. A period of four to six weeks to study the plans and submit bids will be allowed. Our estimate now is that construction should start in late 1957 or early 1958. It will take an estimated two years to complete the building.

## EMPLOYEE LEGISLATION

A very modest legislative program for employees has been proposed by the President in his FY 1958 budget message.

The President did not propose any pay raises for employees. He renewed his request made last year that an employee health and medical insurance program be enacted (he did not specify whether it would be the "major" type proposed last year or a combination major-basic coverage).

The President also called for outside training authority for agencies whereby promising employees could be trained at universities, industrial plants, and laboratories, and also asked authority to set up a system of presidential awards for employees for outstanding civilian service. He promised to continue the program of air conditioning buildings in areas where heat and humidity "impair efficiency."

The President referred to these legislative proposals for employees declaring: "At the present time, I do not contemplate proposing an extensive program of personnel legislation comparable to the numerous constructive measures enacted in the last several years." He did, however, make mention of the special salary study being made by one major department on civilian scientific, engineering, and professional jobs and said that any legislative proposals based on the study would have to await completion of the study.

## ANNUAL CHARITY CAMPAIGN

### ORGANIZATION EXCEEDS GOAL

Our annual charity campaign was highly successful. We had a goal of eighty-five thousand dollars and actual contributions, including pledges, amounted to a little more than one hundred and eight thousand dollars, which represent twenty-three thousand dollars over our goal.

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## LANGUAGE STUDY ENCOURAGED

The first issue of the Support Bulletin announced a program under which Organization employees will be able to earn fixed sums of money for acquisition and maintenance of significant foreign language competence. While all of the details and implementing procedures have not been entirely finalized, the following languages are almost certain to be included in the program initially:

Language Group I: Danish, Dutch, French, German, Italian, Norwegian, Portuguese, Rumanian, Spanish, Swedish.

Language Group II: Albanian, Amharic, Arabic, Bulgarian, Burmese, Cambodian, Czech, Finnish, Greek, Hindi, Hungarian, Icelandic, Indonesian, Malay, Nepal, Pashtu, Persian, Polish, Russian, Serbo-Croatian, Swahili, Thai, Tibetan, Turkish, Urdu, Vietnamese.

Language Group III: Chinese, Japanese, Korean.

The grouping of these languages reflects the relative difficulty of learning them and is not an indication of the priority of need.

## CREDIT UNION DECLARES DIVIDEND

On 30 January 1957 the members, at the Annual Meeting of the Credit Union, voted a four per cent dividend on share payments as of 31 December 1956. This dividend was recommended by the Board of Directors and was based upon the earnings for the calendar year 1956. It was noted that this was one of the few credit unions in the area to pay this high a dividend.

It was further pointed out that the Credit Union has ample funds to make loans for provident purposes and that a concentrated effort would be made in the coming year to get material in the hands of the membership which would explain the advantages of Credit Union loans.

## CHANGES IN GEHA

The following changes in benefits and dependents' eligibility requirements are provided by GEHA for Hospitalization, Specified Diseases Policy, and the Air Flight Trip Program:

a. Hospitalization and Surgical Benefits Plan — Effective 1 November 1956, the Hospitalization Contract has been amended to provide that unmarried children who are full-time students shall be considered as eligible dependents until their 24th birthday.

b. Specified Diseases Policy — Effective 1 December 1956, the aggregate coverage provided by this policy is increased from 5 to 10,000 for any one protected person or dependent for each disease.

c. Air Flight Trip Insurance — Effective 13 December 1956, this policy provides for travel one way or round trip in or between domestic and a foreign zone without the restricting limitations to designated foreign zones which were previously imposed. The current coverage and rates are:

Principal Sum (Thousands)	Dollars				
Premiums:	12.5	25	37.5	50	62.5
Domestic Zone Flights	.50	1	1.5	2	2.5
Foreign Zone Flights	1	2	3	4	5

## 25X10ATTENTION ALL EMPLOYEES

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## STATINTL SUMMER EMPLOYMENT

## OPPORTUNITIES FOR DEPENDENTS

\_\_\_\_\_ provides information for employees whose dependents desire to apply for summer employment with the Organization. For the information of Field personnel, a program was initiated last year to employ dependents during the summer months in clerical, typing, and stenographic positions. Dependents eligible for consideration for temporary summer employment are limited to sons and daughters who are or will be 16 years of age or older on 1 June 1957 and wives and husbands who were married to their current spouses when the field investigation was conducted on the Organization employee. Employees in the Field who plan to return to Headquarters on or before the early part of June 1957 and who have dependents who may be interested in being considered for summer employment should submit the dependents' applications to Headquarters. In submitting the applications the Personal History Statement, Appendix 1 to the Personal History Statement, and the medical form should all be completed and signed by the applicants, and pouched so as to reach Headquarters no later than 15 April. The cut-off date for Headquarters applications is 1 April.

## ROUTING OF MAIL

The misrouting of mail presents our mail rooms with one of their greatest headaches and is the cause of excessive delays in mail reaching its proper destination. The misrouting of mail is invariably due to improper or insufficient addressing. A little more attention to insure that the organization or individual to which addressed is properly identified, and the room number and building is included would do much to alleviate this problem.

All offices are encouraged to stress the importance of routing mail properly and, where appropriate, include this subject in on-the-job training courses.

## MANAGEMENT TOOLS

## MACHINE DEVELOPMENT

As both business and government become more complex, it becomes increasingly difficult to keep up with the masses of paper which such complexities require. At the same time it becomes increasingly important to maintain accurate records and to develop more effective ways of processing the information needed to operate a complex organization and to produce the timely and effective reports upon which executive decisions must be based.

Development of new machines, adaptations of existing equipment, and new concepts of data processing are all tools which civilian agencies, the military services, and business are finding increasingly useful in the never-ending struggle for more complete information, faster processing, and lower operating costs. The trend in recent years toward mechanization of data processing is perhaps the single most important development in the evolution of office procedures.

Machine development today is a dynamic field; but machines are not a panacea. New developments in machines are to be found in almost every area of human endeavor; civilian agencies and the military services, as well as business, are turning to electronic data processing because, properly used, these machines can produce a better end-product and give more complete information more rapidly than can human beings.

While it is obvious that machines can do effectively many jobs formerly done by people, it is important not to be carried away by enthusiasm. It is important to be sure that machine application is appropriate, and then to select the right machine or combination of machines for the specific job application. This should be done before any money is spent to buy new equipment. Some of the new electronic machines, the ones you hear the most about, are large, complex, and very expensive; but, surprisingly enough, some are relatively inexpensive, comparatively small, and easy to operate. Regardless of size and

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cost, however, experience shows that the right machines in the right job applications do provide more reliable and more complete information more rapidly than would be possible without them, and at the same time permit substantial dollar savings over other methods of processing information.

The impact on people of electronic data processing is not as great as one would expect. Government, business, industry — indeed the whole country, is faced with personnel shortages, especially in clerical fields. In many instances work is slowed down or not undertaken at all because of clerical shortages. Electronic data processing is the solution to at least part of this problem because machines can do much routine clerical processing, thus freeing numbers of people for more interesting, more rewarding work, even in clerical fields. Of course, people must learn new techniques, must understand and know how to operate the new machines, but there is usually sufficient time between the decision to use machines to process data and the installation of the equipment to permit adequate retraining of clerical personnel with no major personnel dislocations.

Are these machines really electronic brains? People talk about "memory units"! Do machines have memories? In order to understand these new machines it is necessary to understand the logical evolution of computers in terms of data processing methods. It's not very mysterious. Almost everyone is familiar with adding machines — you push a key, wheels turn inside the machine, and the resulting figures are recorded. When you push the "total" button, the sum of all the figures

you've put in the machine will appear in a little window or be printed on a tape. Electronic computers work very much the same way except that all of the processing is done electronically instead of mechanically. The electronic computer is a dramatic development in data processing machines. In addition to the ability to process data rapidly, it has what is called a "memory capacity," or the ability to store "bits" of information for an indefinite period of time, and to "feed out" any or all of this information, selected in sequence or at random, in accordance with instructions previously recorded in the machine. Information can be taken out of the computer either in a coded "machine language," such as punched cards or tape, or through a printer somewhat like the adding machine printer. Of course this is something of an over-simplification; however, it does serve to illustrate that the modern electronic computer involves only an extension of standard procedures which have been used before. Although it requires a knowledge of electronics to understand and set up the computers to operate initially, almost anyone can learn the series of predetermined steps which permit operation of the computer.

The Organization is currently conducting a study to determine the feasibility of electronic data processing applications in various areas. This Bulletin will present more specific information about potential Organization utilization of electronic data processing, as well as other types of information processing, equipment, and techniques, as studies in these fields progress.

## MILITARY RESERVE STATUS INFORMATION

### GENERAL

There has been considerable clarification of the peacetime and wartime status of Organization military reservists during the past few months. Essentially all employee reservists are now classified into one of the following Organization categories for mobilization purposes. Category listings are or shortly will

be on record with each of the military services.

Category 1 — Those to be ordered to active duty and assigned to the Organization to fill military manpower requirements.

Category 2 — Those to be released by the Organization for active duty with their parent service.

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Category 3 — Those to be deferred from active duty to continue in their civilian Organization position. (This Category automatically results in assignment to the Standby Reserve.)

In most instances the action taken was in accordance with the stated preference of individual reservists. However, as a matter of policy, deferment (Category 3) was not requested for employees who had an unexpired statutory reserve obligation. Also, employee reservists who were serving overseas during the screening period were placed in Category 1 pending their return to this country.

#### ANNUAL SERVICE QUALIFICATION QUESTIONNAIRES

Employee reservists in Categories 1 and 2 should indicate that they are immediately available in 30 days for active military service in event of war or emergency.

Employee reservists in Category 3 should indicate that owing to the nature of employment they will not be available for six months.

Security instructions must be carefully observed when listing the employer.

#### STANDBY RESERVE QUESTIONNAIRE

The Selective Service System has the responsibility of determining the availability of members of the Standby Reserve for order to active duty in time of war or national emergency declared by Congress or when otherwise authorized by law.

Pursuant to the provisions of this Act, the Selective Service System is now sending availability questionnaires to members of the Standby Reserve. This questionnaire emanates from the local boards and is directed to reservists whose names have been furnished by the military department of which the reservist is a member. Requested information includes a detailed statement on present occupation and employer.

Here again security instructions must be carefully observed.

Employees in Category 3 need not be concerned if they are classified as "available" by local boards. Control systems established by the military services are considered adequate

to ensure that such individuals will be deferred unless subsequently released by the Organization.

When reservists are transferred from Standby to Ready Reserve status, local boards will be so notified by the appropriate military service. No action is required on the part of the individual.

#### EMPLOYER CERTIFICATES OF AVAILABILITY

As a part of the process of screening the Ready Reserve to ensure their immediate availability, some of the military services require certificates of availability from the supervisors of Government employees. Such certificates are furnished by the Chief, Reserve Affairs Branch, Military Personnel Division, Office of Personnel, for members of Organization sponsored reserve units and for Category 2 reservists. As a rule, release certificates will not be furnished for other employee reservists on duty at Headquarters. It is hoped, however, that Category 1 reservists who are aviators, navigators, electronics specialists, and others requiring specialized training to maintain their proficiency may be permitted to train with locally available organized units in an associate status.

Requests for exception to the policy of granting release certificates should be forwarded to the Director of Personnel.

#### STATUS OF EMPLOYEE RESERVISTS SERVING OVERSEAS

It is in the best interests of active reservists to participate in reserve activities while serving overseas in order to maintain proficiency and meet time in grade requirements for consideration for promotion. Such participation is also in the best interests of the Organization to ensure that its Category 1 employee reservists are qualified and available to meet its key military personnel requirements in event of an emergency. However, action taken with the military to obtain such training must be in good faith. There is no objection to the issuance of routine certificates of availability for military service when required. However, supervisors cannot issue such certificates for the purpose of permitting em-

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ployee reservists to obtain assignments to organized units in a pay status unless they are in fact prepared to lose such employees upon mobilization. The only exception to this rule is where the military unit would accept the reservist without a certificate with the understanding that he would *not* be available to the unit in an emergency.

The inability to obtain unit reserve training assignments need not be too detrimental to reservists serving overseas in most cases. Under current policy, reservists who leave our country for periods in excess of six months are transferred to the Standby Reserve and may remain in that status until their return without jeopardizing their reserve status. It is possible for such individuals to earn a satisfactory retirement year through the completion of correspondence courses which can be mailed to most areas. Reservists going overseas should contact the Reserve Affairs Branch, Military Personnel Division, Office of Personnel, for guidance in necessary administrative procedures, training opportunities, and procedures for enrollment in correspondence courses.

#### GOALS OF ORGANIZATION MILITARY RESERVE TRAINING PROGRAMS

The mission of the Organization military reserve training program is to prepare Organization reservists to perform intelligence

and related activities in a military capacity in wartime.

Current plans envision a cyclical training program with the following objectives:

1. Survey the Organization's wartime relationship with the military services and the Organization's wartime activities.
2. Study the organization and mission of the U. S. military services.
3. Study the order of battle of the enemy forces.
4. Study the organization and mission of allied military services.

Certain segments of the above programs will be repeated each cycle. However, as plans for the wartime organization crystallize and plans can be made for assignment of reservists to specific areas and functions, it is contemplated that part of the program will be devoted to area and functional type training.

#### CATEGORY PREFERENCE

Pending return to Headquarters all Field personnel have been placed in Category 1. Those not having a reserve obligation will have an opportunity to express a personal preference upon their return to Headquarters. The Office of Personnel will contact each reservist upon his return to Headquarters. Headquarters personnel have previously been furnished questionnaires on this subject.

### CIVIL SERVICE RETIREMENT

(This is the second of a series of articles on the liberalized Civil Service Retirement (CSR) Act.)

#### HOW TO COMPUTE YOUR ANNUITY

In computing your annuity, first, get your five-year average high salary and your length of service; then place yourself in one of the four following groups and follow the pertinent instructions.

Group 1: Salary of 2500 or less. Compute your annuity by taking 1 per cent of salary, plus 25, times years of service.

Group 2: Salary from 2500 to 3333. Use the 1 per cent plus 25 on the first 10 years of service, and 2 percent on the remainder.

Let's say your salary is 3000 and you have 30 years of service. Take 1 percent or 30, plus 25, or 55, times 10 years of service, to get 550. Then take 2 percent of 3000, or 60, times 20, your remaining years of service, to get 1200. Add 550 and 1200 to get 1750, your annuity.

Group 3: Salary from 3333 to 5000. Take 1 per cent, plus 25 on five years; plus 1¾ per cent on the next five years; plus 2 per cent on all further service.

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Group 4: Salary of 5000 and up. For example, let's say it is 6000 and you have 30 years of service. Take  $1\frac{1}{2}$  per cent of 6000 to get 90, times 5, years of service, to get 450. Then take  $1\frac{3}{4}$  per cent of 6000 to get 105, times 5, years of service, to get 525. Finally, take 2 per cent of 6000, or 120, times 20, your remaining years of service, to get 2400. Then add 450, 525, and 2400 to get 3375, your basic annuity.

#### HOW YOUR BASIC ANNUITY IS SOMETIMES REDUCED

Your basic annuity is reduced for any of the following reasons:

1. If you retire before age 60, except for total disability.

2. If you have had civilian service (not military service) after July 31, 1920, during which no CSR deductions were made from your salary and for which you have not made a deposit.

3. If you elect a survivor type of annuity.

Compute the amount by which your basic annuity would be reduced for any of these three reasons in these ways:

If you retire before age 60, except for total disability, subtract from your basic annuity  $\frac{1}{12}$  of 1 per cent for each full month (1 per cent for each year) you are under age 60 but not under age 55; plus  $\frac{1}{6}$  of 1 per cent for each full month (2 per cent for each year) that you are under age 55.

The remainder is your annuity unless the following reduction also applies to you.

If you have had civilian service after July 31, 1920, during which no CSR deductions were made from your salary and for which you have not made a deposit, subtract from your basic annuity an estimated 10 per cent of the amount of CSR deductions which could have been made from your salary during such service, plus interest.

NOTE: Next issue will contain information on widow, widower, and children's benefits.

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